

REQUEST FOR EQUAL EMPLOYMENT OPPORTUNITY DATA REPORTS

SPB Form AAP01 (3/01)

Date: _____

Instructions: Below is the data entry screen for requesting needed work force composition data and utilization analysis reports. Please fill in the blanks below and place an "x" on the appropriate line to order the desired reports. If you have questions about how to fill out this form, please call the Civil Rights Programs Unit at the State Personnel Board.

This request is for : **Basic**
Data only ☐ **Full Utilization**
Analysis ☐

OCCUPATIONAL GROUP: _____

LOCATION TITLE: _____

CLASS CODES: _____

(See Reverse Page)

(20 MAX) _____

DEPARTMENT: STAT CODE _____ COUNTY _____

SELECTED COUNTY CODE(S): _____

REQUESTED REPORTS☐ (1) CENSUS OCC. CODE(S): _____☐ (2) MQ ENTRY CLASS(ES)[Svwd Data]: _____

☐ (3) MQ CENSUS OCC CD(S): _____☐ (4) COMBINE (3) AND (4) - FILL IN MQ CLASS AND OCC CODE(S) FOR (3) AND (4)☐ (5) MQ CENSUS EDUCATION: EDU LEVEL _____ AGE GROUP _____☐ (6) COLLEGE EDU SUBJ(S): _____
_____ (CAN USE EDU LEVEL ABOVE)☐ (7) APPS ACCEPTED POOL LAST 5 YEARS - IF SPOT DATA, ENTER CODE: _____☐ (8) INTAKE DATA☐ (9) APP POOL PROMO CLASS(ES): _____
(Departmentwide Data Only)

Department: _____

Contact Person: _____ Phone: _____

(Complete Information on Reverse Side)

REQUEST FOR EQUAL EMPLOYMENT OPPORTUNITY DATA REPORTS - CONT'D

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Please list below the full class title for all classes included in the occupational group for which data is being requested: